





RESERVATION APPLICATION CHECKLIST

This NSHP checklist is intended to assist NSHP program applicants with **securing a reservation** for an NSHP incentive. This checklist is updated to reflect the most recent NSHP Guidebook. Under no circumstance is this checklist a substitute for the program requirements approved by the Energy Commission in the most recent guidebook. ***This checklist is for all project types.***

Required documents key for different efficiency incentive types

	Code-Compliant (2013 Building Standards)		CAHP Participants
	Tier I/Tier II (2013 Building Standards)		Tier I/Tier II (2008 Standards)

RESERVATION APPLICATION REVIEW (For NSHP Guidebook 8)				YES	N/A
NSHP-1 FORM					
<ul style="list-style-type: none"> All fields on the form are completed. 				<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> HERS Rater and Provider are identified for verification of energy efficiency (if applicable) and solar system installation. The same HERS Provider is identified for verification of energy efficiency and solar system installation. 				<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Correct Building Energy Efficiency Standards box is selected 				<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Expected Energy Efficiency Level of the project is chosen 				<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> If system will be Virtually Net Metered (VNM), provide the system generation allocation percentages. 				<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Designated payee and address of NSHP incentive is provided 					
<ul style="list-style-type: none"> Form is signed by appropriate entities. 				<input type="checkbox"/>	<input type="checkbox"/>
Tentative or Final SUBDIVISION MAP (required if building permit NOT submitted)					
<ul style="list-style-type: none"> A document from city/county officials. 				<input type="checkbox"/>	<input type="checkbox"/>
BUILDING PERMIT (required for custom homes, multifamily homes, and common areas)					
<ul style="list-style-type: none"> Approved permit for the address listed on the NSHP-1. 				<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> The job description is for the construction of a new home. 				<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> If the job description is for an existing structure/alteration/remodel/fire-rebuild, must provide a letter from the builder/homeowner describing the work to be completed and the energy efficiency documentation must demonstrate that the project will meet or exceed the energy efficiency requirements for the entire structure. 				<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> If the certificate of occupancy has been issued, then the solar permit application must be submitted to the building code enforcement agency before or up to 60 days after certificate of occupancy was issued. 				<input type="checkbox"/>	<input type="checkbox"/>
NSHP PV-1/CF-1R-PV					
<ul style="list-style-type: none"> The Calculator and equipment libraries used are certified at the time the reservation application is submitted. http://www.gosolarcalifornia.org/tools/nshpcalculator/download_calculator.php 				<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Project address matches that on the NSHP-1. 				<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Climate zone matches that on the CF-1R and is correct. For a complete list of zip codes and counties by Climate Zone 				<input type="checkbox"/>	<input type="checkbox"/>

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see: http://www.energy.ca.gov/maps/renewable/building_climate_zones.html .		
<ul style="list-style-type: none"> The correct incentive type is selected. (Applicants will verify this using the percent by which the project meets or exceeds the appropriate set of Building Standards as shown in the energy efficiency documentation). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Equipment matches that on the installation contract. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> The data in the .her file matches the data on the form. 	<input type="checkbox"/>	<input type="checkbox"/>
LABOR CONTRACT (self-installs will submit equipment purchase agreement with this info)	<div><div></div><div></div><div></div><div></div></div>	
<ul style="list-style-type: none"> Require all of the following: 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Name, address and contractor's license number of the company performing the system installation. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Site address for the system installation; 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Description of the work to be performed; 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Quantity, make and model of the modules, inverters, and meters to be installed at each address. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Total agreed price to install the system 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Estimated NSHP incentive amount for all residential units in the reservation 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Payment terms (payment dates and dollar amounts). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Printed names AND signatures of the applicant and the installer. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> The installer must have an active A, B, C-10 or C-46 license. Look up license here: https://www2.cslb.ca.gov/OnlineServices/CheckLicense/LicenseRequest.asp 	<input type="checkbox"/>	<input type="checkbox"/>
LEASE AND POWER PURCHASE AGREEMENTS, If applicable (may be submitted at payment)	<div><div></div><div></div><div></div><div></div></div>	
<ul style="list-style-type: none"> Term or agreement is a minimum of 10 years 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Provide the lessee with all three of the following options at the end of the initial term of the lease: renew the lease, buy the system, or remove the system at no cost. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Agreements must be signed on or after July 1, 2009. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Demonstrates that the NSHP funding benefits the end-use customer by including express provisions showing the cost to the end-use customer without the NSHP funding and the reduced cost to the end-use customer with the NSHP funding 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Total NSHP incentive does not exceed incentive cap (75% of total system cost for affordable housing and 50% of total system cost for all other housing types). Can be shown on invoices, cost sheets, etc. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Includes provisions that specifically discuss repayment obligations of the NSHP funding when there is early termination of the lease agreement or PPA and system removal. It must identify that the lessor will be the party responsible for the repayment to the Energy Commission. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> In order to replace the installation contract at reservation, lease agreements and/or purchase agreements (PPA) must include installation contract requirements above 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> If the incentive amount requested when claiming payment exceeds the NSHP funding amount identified in the lease agreement or PPA, we may pay up to 10% more than the amount listed in the lease agreement/PPA 	<input type="checkbox"/>	<input type="checkbox"/>
CF-1R/PERF-1	<div><div></div><div></div><div></div><div></div></div>	
<ul style="list-style-type: none"> Project name and address, if provided, match that on the NSHP-1. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Climate zone matches that on the NSHP PV-1/CF-1R-PV. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> The CF-1R is created using compliance software for the Building Standards under which the project had applied for a building permit or complies with 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> The CF-1R states (or can be calculated) that the project meets or exceeds the building standards (Please refer to 	<input type="checkbox"/>	<input type="checkbox"/>

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NSHP Guidebook for the correct percentages).		
<ul style="list-style-type: none"> For projects meeting Tier II incentive levels, the space cooling compliance margin must be at least 30 percent better than standard. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> For Code Compliant projects, solar compliance credit box cannot be checked 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Signature Requirements: <ul style="list-style-type: none"> For 2008 and 2013 Standards projects, a CEPE/CEA is the documentation author and signed the CF-1R/PERF-1. The CEPE/CEA must be certified to perform energy calculations for the Building Standards the project is subject to. Look up CEPE/CEA qualification here: http://cabec.org/ceperosterall.php (Please note that for 2013 Standards, eventually only 2013 CEA's will be able to sign compliance documents). For Code-Compliant projects, any party legally authorized to sign Title 24 compliance documents (i.e. Professional Engineer, Architect). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> A .bld/.mp7/.mp8/.ribd file is submitted to the Program Administrator. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> CF-1R Form is not required for projects participating in a utility new construction energy efficiency program (CAHP), as long as the project has already received a CAHP reservation or payment approval letter. 		
CONSTRUCTION PLAN-SET¹ (see table at end of checklist)		
<ul style="list-style-type: none"> Architectural, Electrical, Mechanical, and Plumbing (as applicable or available). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> A window and door schedule that shows sizes and includes ALL skylights (if not shown on the floor plan). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Elevation, wall, roof, floor construction assemblies. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Floor finish schedule (if CF-1R shows High Mass Design). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> A site plan with a North arrow. 	<input type="checkbox"/>	<input type="checkbox"/>
REGULATORY AGREEMENT (required for Affordable Housing Residential Systems and Affordable Housing Common Area systems)		
<ul style="list-style-type: none"> The agreement is executed. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> The agreement specifies that the project is undertaken pursuant to section 50052.5, 50053, or 50199.4 of the Health and Safety Code, or other affordable housing laws or regulations adopted by the California Department of Housing and Community Development. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> The agreement: <ul style="list-style-type: none"> Identifies the project, location, and the number of units subject to affordability requirements (at least 20 percent for extremely low, very low, lower or moderate income persons). Restricts affordability to at least 10 years. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Is/are the system(s) owned by a tax-exempt entity? Check the State of California Franchise Tax Board's "Exempt 	<input type="checkbox"/>	<input type="checkbox"/>

¹ For a detailed description of plan-set requirements see the "Plan Check Checklist" in Part A of Appendix C in the *New Solar Homes Partnership Guidebook, Eighth Edition*.

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Organization List" located at https://www.ftb.ca.gov/businesses/Exempt_organizations/Entity_list.shtml		
SYSTEM SIZE JUSTIFICATION (required for common area systems sized greater than 7.5 kW AC)		
<ul style="list-style-type: none"> Detailed energy use calculations signed by a CEPE/CEA or a letter from a qualified architect, engineer or an electrical contractor (C-10) licensed by the State of California. 	<input type="checkbox"/>	<input type="checkbox"/>
MANUFACTURED HOUSING, if applicable		
<ul style="list-style-type: none"> Notice of Manufactured Home or Commercial Modular Installation on a Foundation System (HCD 433A) OR Certificate of Occupancy (HCD 513C) 	<input type="checkbox"/>	<input type="checkbox"/>
WEBTOOL ENTRY		
<ul style="list-style-type: none"> Project information is consistent with the NSHP-1. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> All attachments required of the project are uploaded. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Payee matches NSHP-1. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Site Description entries and equipment input into Site Description matches NSHP PV-1/CF-1R-PV. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> In Site Description the TDV and rebate amount matches the NSHP PV-1/CF-1R-PV. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> In Site Description the Title-24 compliance margin matches plan check margin or code compliance 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> The Building Energy Efficiency Standards that the building was permitted under is selected 	<input type="checkbox"/>	<input type="checkbox"/>

Location of Plan Check Required Information in Construction Plans (Optional, but providing this information will help speed up the plan check process)	
Information on Construction Plans	Location in Plans (Sheet/Page or Spec. Sheet)
<ul style="list-style-type: none"> Ceiling, Floor and Roof/Attic Insulation values (R-values) 	
<ul style="list-style-type: none"> If applicable: Cool Roof values (thermal emittance and aged solar reflectance) 	
<ul style="list-style-type: none"> Fenestration (window and door) efficiency values (U-factors, Solar Heat Gain Coefficients [SHGC]) 	
<ul style="list-style-type: none"> Window and door areas/dimensions 	
<ul style="list-style-type: none"> HVAC efficiency values/specifications (SEER/EER, AFUE, COP, etc) 	
<ul style="list-style-type: none"> Water heating efficiency values/specifications (Energy Factor, Thermal Efficiency, Standby Loss) 	
<ul style="list-style-type: none"> If applicable: Solar Water Heating Solar Savings Fraction (provide copy of solar fraction calculator as well) 	